

June 4, 2026

Estok Menton
Menton Builders, Inc.
PO Box 871
760 Apple Avenue
Ukiah, CA 95482

VIA EMAIL: estok@mentonbuilders.com; aimee@mentonbuilders.com

SUBJECT: Approval of a Minor Use Permit and Minor Site Development Permit at 760 Apple Avenue (APN: 003-050-66) to Construct a New 410 Square Foot Satellite Office Accessory Structure Associated with the Existing Contractor Storage and Supply Business. File No. 26-000835; Permit No. PA26-000005.

Dear Mr. Menton,

On June 3, 2026, the City of Ukiah Zoning Administrator approved the requested Minor Use Permit and Minor Site Development Permit for the construction of a new 410 square foot satellite office accessory structure associated with an existing commercial contractor property located at 760 Apple Avenue.

At the conclusion of the public hearing, the Zoning Administrator approved the request based on the Findings outlined in Attachment 1 and subject to the Conditions of Approval provided in Attachment 2.

Please sign and return a copy of this letter to acknowledge receipt of the attached documents and to confirm your agreement to comply with the Conditions of Approval. A signature page is included at the end of this packet. The signed letter must be returned before the approval is deemed valid. A copy of the associated CEQA Notice of Exemption will be forwarded separately for your records.

If you have any questions, please feel free to contact me at kschaefer@cityofukiah.com.

Sincerely,

Katherine Schaefer
Planning Manager

Attachments: 1. Final Findings
2. Final Conditions of Approval

FINDINGS
MINOR USE PERMIT AND MINOR SITE DEVELOPMENT PERMIT
NEW SATELLITE OFFICE
760 APPLE AVE., UKIAH, CA; APN 003-050-66
FILE No. 26-000835, PERMIT No. PA26-000005

Approved Project Description: The approved project consists of the construction of a detached 410-square-foot accessory satellite office structure at 760 Apple Avenue. The subject property contains an existing commercial contractor business operating as a legal nonconforming use within the High Density Residential (R-3) zoning district. The proposed single-story structure would provide an accessible meeting and administrative space for staff and clients associated with the contractor yard operations. The structure includes fire-resistive exterior materials, monitor windows, and a self-contained solar and battery storage system and shall not contain plumbing fixtures. Site improvements include installation of one ADA-accessible parking space, an accessible path of travel, and perimeter landscaping consisting of coast rosemary, lavender, and ornamental grasses. No grading or modifications to existing fencing or signage are proposed.

Findings Note: Pursuant to Ukiah City Code (UCC) 9262(A), projects requiring a use permit for new construction or exterior modifications need not have a separate site development permit. Site development review, criteria, and findings shall be incorporated into the use permit process.

USE PERMIT FINDINGS

1. The proposed land use is consistent with the provisions of this Title as well as the goals and policies of the City General Plan. (UCC §9262.E.1.a)

The subject property is designated High Density Residential by the Ukiah 2040 General Plan and is zoned R-3. The existing contractor yard is a legal nonconforming use. Pursuant to UCC §9209, expansions or modifications to legal nonconforming uses may be permitted subject to discretionary review.

The proposed project consists of the construction of an accessory satellite office associated with the existing contractor shop use. The office would function as a meeting and administrative space and is not proposed to expand the operational area of the contractor yard, including heavy equipment and materials storage.

The project is located within Airport Compatibility Zone 2 (Inner Approach and Departure) of the 2021 Ukiah Municipal Airport Land Use Compatibility Plan. Zone 2 allows a maximum occupancy intensity of 60 persons per acre. Based on the approximately 0.7-acre parcel size, the maximum allowable occupancy is 42 persons. As proposed, the satellite office would accommodate 1 to 2 employees during business hours. To ensure consistency with the Airport Land Use Compatibility Plan, Condition of Approval No. 12 requires that total concurrent on-site occupancy not exceed 42 persons. Condition of Approval No. 12 also requires recordation, or proof of an existing recordation, of an aviation easement prior to issuance of a certificate of occupancy.

2. The proposed land use is compatible with surrounding land uses and shall not be detrimental to the public health, safety and general welfare. (UCC §9262.E.1.b)

The subject property is located within the High Density Residential (R-3) zoning district and operates as a legal nonconforming commercial contractor yard. Consistent with Ukiah 2040 General Plan Policy LU-7.8, Legal Nonconforming Uses, and Ukiah City Code §9209, legally established nonconforming uses may continue to operate subject to discretionary review.

The project consists of the construction of an approximately 410-square-foot satellite office intended to serve as an accessible meeting and administrative space associated with the existing contractor yard operations. Condition of Approval No. 10 limits the structure to an accessory satellite office and meeting space and prohibits expansion of the heavy commercial vehicle fleet or outdoor material storage on the subject parcel. As proposed and conditioned, the project would not expand the operational footprint of the existing contractor yard.

In alignment with Ukiah 2040 General Plan Policy LU-4.1, High Quality Building Design, and Policy LU-1.3, Neighborhood Infill, the proposed structure incorporates residential-scale design elements, including fire-resistive exterior siding and monitor windows. Condition of Approval No. 13 requires installation of the applicant's proposed perimeter landscaping, including coast rosemary, lavender, and ornamental grasses, to provide visual screening adjacent to surrounding residential development.

The structure is proposed to operate on a self-contained solar and battery storage system, would not contain plumbing fixtures, and is not anticipated to create a substantial increase in utility demand. Staff has determined that the project qualifies for a California Environmental Quality Act Guidelines Section 15303 Class 3 exemption for the new construction of a small structure. Based on the limited scope of the approximately 410-square-foot addition accommodating 1 to 2 employees, the project is not anticipated to result in significant traffic, air quality, or environmental impacts. As proposed and conditioned, the accessory use would remain subordinate to the existing contractor yard operations and would not be detrimental to the public health, safety, or general welfare of the surrounding area.

SITE DEVELOPMENT PERMIT FINDINGS

1. The proposal is consistent with the goals, objectives, and policies of the City General Plan. (UCC §9263.E.1)

Please refer to the analysis under Use Permit Finding No. 1.

2. The location, size, and intensity of the proposed project will not create a hazardous or inconvenient vehicular or pedestrian traffic pattern. (UCC §9263.E.2)

The approximately 410-square-foot facility would accommodate 1 to 2 employees and serve as a meeting space during business hours. The project does not introduce a new business enterprise or substantially alter existing operations in a manner that would generate a substantial increase in average daily trips or alter existing traffic patterns along Apple Avenue.

3. The accessibility of off-street parking areas and the relation of parking areas with respect to traffic on adjacent streets will not create a hazardous or inconvenient condition to adjacent or surrounding uses. (UCC §9263.E.3)

The project includes the addition of an on-site van-accessible ADA parking space. The parking area would be accessed via the existing driveway and would not require vehicles to back into the public right-of-way.

- 4. Sufficient landscaped areas have been reserved for purposes of separating or screening the proposed structure(s) from the street and adjoining building sites, and breaking up and screening large expanses of paved areas. (UCC §9263.E.4)**

Consistent with Ukiah 2040 General Plan Policy LU-11.10, Water Efficient Landscaping, the project incorporates drought-tolerant landscaping, including coast rosemary, lavender, and ornamental grasses adjacent to the existing employee garden. The proposed landscaping would provide visual screening between the new structure and the adjacent Summercreek Village apartment complex to the north..

- 5. The proposed development will not restrict or cut out light and air on the property, or on the property in the neighborhood; nor will it hinder the development or use of buildings in the neighborhood, or impair the value thereof. (UCC §9263.E.5)**

The single-story 410-square-foot structure would be located within the interior of the 0.7-acre parcel, maintaining approximately a 10- to 13-foot setback from the northern property line, in addition to substantial setbacks from the western, eastern, and southern property lines. Due to the modest height and footprint of the approximately 16-foot-8-inch structure, the building would not cast substantial shadows or obstruct air circulation to adjacent high-density residential development.

- 6. The improvement of any commercial or industrial structure will not have a substantial detrimental impact on the character or value of an adjacent residential zoning district. (UCC §9263.E.6)**

The proposed accessory structure includes monitor windows and fire-resistive siding. The structure would operate on a self-contained solar and battery storage system and would not include plumbing connections. Condition of Approval No. 11 requires battery storage units, inverters, and related mechanical equipment to be screened from public view. As proposed and conditioned, the project would not have a substantial detrimental impact on the adjacent residential zoning district.

- 7. The proposed development will not excessively damage or destroy natural features, including trees, shrubs, creeks, and the natural grade of the site. (UCC §9263.E.7)**

No grading or tree removal is proposed as part of the project. The structure would be located within a relatively flat portion of the site previously used for parking and material storage. Existing site drainage would continue to be accommodated by the swale located immediately behind the proposed building footprint.

- 8. There is sufficient variety, creativity, and articulation to the architecture and design of the structure(s) and grounds to avoid monotony and/or a box-like uninteresting external appearance. (UCC §9263.E.8)**

Consistent with Ukiah 2040 General Plan Policy LU-4.1, High Quality Building Design, the structure incorporates durable exterior materials and monitor windows that provide natural daylighting and variation in the building façade.

CEQA FINDINGS

The proposed project is subject to the California Environmental Quality Act (CEQA) and qualifies for a Class 3 Categorical Exemption pursuant to CEQA Guidelines Section 15303 (New Construction or Conversion of Small Structures). The project consists of construction of a detached 410-square-foot accessory satellite office structure accommodating approximately 1 to 2 employees. The project is located within an urbanized area on a previously developed site and falls below the 10,000-square-foot threshold identified under Section 15303(c) for small commercial structures. The structure would operate on a self-contained solar and battery storage system and would not include plumbing fixtures

None of the exceptions to categorical exemptions identified under CEQA Guidelines Section 15300.2 apply to the proposed project. The project site consists of a previously disturbed portion of an existing contractor yard and is not located within an environmentally sensitive area. The construction of a single accessory office structure would not result in a cumulatively considerable impact associated with successive projects of the same type in the same place over time. No unusual circumstances have been identified that would create a reasonable possibility of a significant environmental effect. In addition, the project site is not visible from an officially designated state scenic highway, is not included on any list compiled pursuant to Government Code Section 65962.5, and the project would not cause a substantial adverse change in the significance of a historical resource.

**CONDITIONS OF APPROVAL
MINOR USE PERMIT AND MINOR SITE DEVELOPMENT PERMIT
NEW SATELLITE OFFICE
760 APPLE AVENUE, UKIAH, CA; APN 003-050-66
FILE NO. 26-000835; PERMIT NO. PA26-000005**

The following Conditions of Approval shall be binding on all current and future owners, lessees, and occupants of the subject property. These conditions constitute an integral component of the Minor Use Permit and shall be maintained throughout the life of the project unless modified by the Community Development Director or other authorized review authority.

Approved Project Description: The approved project consists of the construction of a detached 410-square-foot accessory satellite office structure at 760 Apple Avenue. The subject property contains an existing commercial contractor business operating as a legal nonconforming use within the High Density Residential (R-3) zoning district. The proposed single-story structure would provide an accessible meeting and administrative space for staff and clients associated with the contractor yard operations. The structure includes fire-resistive exterior materials, monitor windows, and a self-contained solar and battery storage system and shall not contain plumbing fixtures. Site improvements include installation of one ADA-accessible parking space, an accessible path of travel, and perimeter landscaping consisting of coast rosemary, lavender, and ornamental grasses. No grading or modifications to existing fencing or signage are proposed.

CITY OF UKIAH STANDARD CONDITIONS

1. **Permit Activation:** This approval is not effective until the 10-day appeal period applicable to this Planning permit has expired without the filing of a timely appeal. If a timely appeal is filed, the project is subject to the outcome of the appeal and shall be revised as necessary to comply with any modifications, conditions, or requirements that were imposed as part of the appeal.
2. **Project Conformance:** All use, construction and the location thereof, or occupancy, shall conform to the application and to any supporting documents submitted therewith, including any maps, sketches, or plans accompanying the application or submitted by the applicant in support thereof.
3. **Standard Specifications:** Any construction shall comply with the "Standard Specifications" for such type of construction now existing or which may hereafter be promulgated by the Public Works Department or Community Development Department of the City of Ukiah; except where higher standards are imposed by law, rule, or regulation or by action of the Zoning Administrator such standards shall be met.
4. **Permit Deadline:** Building permits shall be issued within two years after the effective date of the Planning Permit or same shall be null and void.
5. **Code Compliance:** In addition to any particular condition which might be imposed; any construction shall comply with all building, fire, electric, plumbing, occupancy, and structural laws, rules, regulations, and ordinances in effect at the time the Building Permit is approved and issued.
6. **Permit Verification:** The Applicant shall submit verification of all applicable permits or approvals in compliance with all local, state and federal laws to the Community Development Director prior to finalization of the Use Permit.
7. **Fee Payment:** All fees associated with the project planning permits and approvals shall be paid

in full prior to occupancy.

8. **Permit Revocation:** As outlined in Article 20, Administration and Procedures, of the Zoning Code this planning permit may be revoked through the City's revocation process if the approved project related to this Permit is not being conducted in compliance with these stipulations and conditions of approval; or if the project is not established within two years of the effective date of this approval; or if the established use for which the permit was granted has ceased or has been suspended for 24 consecutive months.
9. **Archaeological Discovery:** In accordance with California Public Resources Code, in the event that prehistoric archaeological features such as a concentration of flaked stone artifacts, or culturally modified soil (midden) or dietary shell are encountered at any time during preparatory grading or underground excavation to remove existing structures, all work should be halted in the vicinity of the discovery. A qualified archaeologist should be contacted immediately to make an evaluation and determine if the discovered material represents a definite cultural resource. If it is determined that a potentially significant feature has been revealed, a temporary suspension of earth-disturbing activities should be enforced until an appropriate mitigation program can be developed and implemented to satisfy the Planning Division. An archaeological monitor shall observe all further work during construction activities that are located within or near an archaeological site area, and formal tribal consultation may be required.

SPECIAL CONDITIONS OF APPROVAL

10. **Use Limitation:** The 410-square-foot satellite office shall be utilized solely as an accessory satellite office and meeting space for existing staff and clients associated with the contractor yard operations. Approval of this structure shall not authorize expansion of the business's commercial vehicle fleet, heavy equipment storage, or outdoor materials storage on the subject parcel.
11. **Utility Connections:** The structure shall operate solely on the approved solar and battery storage system and shall not contain plumbing fixtures. Any future utility upgrades or utility service connections not shown on the approved plans shall require additional review and approval by the Community Development Director. No solar battery storage units, inverters, or related mechanical equipment shall be located within required zoning setbacks. All exterior-mounted equipment shall be screened from public view from adjacent properties and the public right-of-way.
12. **Airport Land Use Compatibility:** Prior to issuance of a certificate of occupancy, the applicant shall record, or provide proof of an existing recordation of, an Overflight Notification and Avigation Easement disclosure identifying the property as located within an Airport Influence Area subject to aircraft overflights and noise. Total concurrent on-site occupancy of the subject parcel shall not exceed 42 persons at any time.
13. **Landscaping Installation and Maintenance:** Perimeter landscaping consisting of coast rosemary, lavender, and ornamental grasses shall be installed prior to final building inspection. All landscaping shall be maintained in a neat, weed-free, and healthy condition. Dead or diseased plant material shall be replaced with similar species.
14. **Drainage:** All stormwater runoff shall be directed to the existing swale located immediately behind the proposed building area and conveyed to the existing drain. No site work shall alter or obstruct existing drainage patterns in a manner that negatively impacts adjacent properties.
15. **Any new exterior lighting installed on the satellite office shall be fully hooded, downcast, and shielded so that light is directed away from the night sky, adjacent residential properties, and the public right-of-way.**

I, ESTER MENTON, the Applicant, acknowledge receipt of the
aforementioned attached documents, and have read and do agree to the attached
Conditions of Approval associated with Minor Use Permit and Minor Site Development
Permit, File No. 26-000835; Permit No. PA26-000005 at 760 Apple Avenue, Ukiah, CA
95482, APN 003-050-66.

Name

Ester Menton

Date

6.4.24